

**Highly Qualified Form**  
**Secondary Teachers New to the Profession**  
Hired in a licensed position for which he/she is fully qualified\*  
on or after July 1, 2005

_____ Teacher Name	_____ Degree Major
_____ District	Seeking NCLB qualification in:
_____ School	_____ Subject to be considered

To become highly qualified in an “out of major” subject, each teacher must verify:

- “Major Equivalency” -- 30 semester hours of university credits in subject area, OR
- ETS Praxis II Content Test Passing score

**Select the route to verify your highly qualified status by providing the information and documentation requested.**

**Route 1 - Major equivalency (30 semester/45 quarter hours)**

Attach transcripts showing title of college coursework, date, and number of hours in the content area. Transcript records shall be retained at district office. Please highlight the credits and record the total number here. \_\_\_\_\_

(World language credits may include 200/2000 level courses as well as upper division/graduate credits.)

**Route 2 – Testing: Score report to be kept on file at district office.**

ETS PRAXIS II Content Test Number & Title: \_\_\_\_\_

Score: \_\_\_\_\_

Please submit this form and verification as soon as possible to your Human Resource Contact. If more coursework is required it must be completed and submitted to Human Resources prior to 5/1/06.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's SS# or CACTUS ID #

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
HR Director/Designee Signature